

# Augusta University

## Policy Library

# Online Resource Ownership, Control, and Use Policy

**Policy Manager: Information Technology (Web & Digital Services)**

### **POLICY STATEMENT**

All institutional online resources, now and in the future, are the property of Augusta University and under the exclusive control of the University. The University has exclusive authority over all institution online resources that it owns or controls and has exclusive authority to acquire additional online resources in its name. The University must approve any content published on the online institutional resources. Any content improperly published to an institution’s online resource will not be viewed as endorsed or condoned by the institution or interpreted as representing the institution’s views. It will be removed if it has been published in violation of this policy.

Augusta University’s Web and Digital Services team is the entity that manages the ownership, control, and use of all institutional online resources, including internet domain names, websites, and all user-uploaded content. The Web and Digital Services team works with publishers across the enterprise in various colleges and units. Employees whose role is to create and write content for their multiple sections must complete mandatory web training before they have access to their perspective areas. Employees given access to University online resources by the Web and Digital Services team must know and follow all guidelines and processes required to publish content on University online resources. Although we empower our publishers to create engaging and pertinent content for their audience(s), Augusta University reserves the right to remove any content that does not abide by our institutional guidelines.

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

### **DEFINITIONS**

- Institutional online resources - In general, web pages and documents on the internet that provide useful information are known as online resources.
- Web publisher – someone who uploads, creates, or edits content on web pages; one who maintains or manages a website.

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**Office of Legal Affairs Use Only**

**Executive Sponsor: Vice President for IT; Vice President for Communications and Marketing**

**Next Review: 9/2023**

## **PROCESS & PROCEDURES**

Please consult <https://www.augusta.edu/it/web-services> for additional resources and information related to web projects and initiatives. To request assistance with or coordinate efforts covered within this policy, contact Web Services at <https://my.augusta.edu/it/web/web-request.php>.

## **REFERENCES & SUPPORTING DOCUMENTS**

Augusta University Web Services – <https://www.augusta.edu/it/web-services>

Web Content Standards - <https://my.augusta.edu/it/web/content-guidelines.php>

Web Content Guidelines - <https://augustauniversity.box.com/v/web-content-guidelines>

Web Accessibility - <https://www.augusta.edu/accessibility/on-the-web.php>

Data Collection Guidance - <https://my.augusta.edu/it/web/data-collection.php>

## **RELATED POLICIES**

**Social Media Policy** - <https://www.augusta.edu/services/legal/policyinfo/policy/social-media-policy.pdf>

**Communications & Marketing Policy** -

<https://www.augusta.edu/services/legal/policyinfo/policy/communications-and-marketing-policy.pdf>

## **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 9/30/2022

President, Augusta University

Date: 9/30/2022